

OMB Number: 1219-0041

Frequency: On occasion

Affected Public: Business or other for-profit

Number of Respondents: 200

Estimated Time per Respondent: 30 minutes

Total Burden Hours: 100

Description: Requires coal mine operators to develop programs to prevent persons from carrying smoking materials, matches, or lighters underground and to prevent smoking in hazardous areas, such as in or around oil houses, explosives, magazines, etc. Mine operators are further required to submit the programs to MSHA for approval.

Type of Review: Extension

Agency: Mine Safety and Health Administration

Title: Certificate of Training

OMB Number: 1219-0070

Agency Number: MSHA Form 5000-23

Frequency: On occasion

Affected Public: Business or other for-profit

Number of Respondents: 28,610

Estimated Time per Respondent: 1.84 hours

Total Burden Hours: 52,642

Description: The Mine Safety Health Administration (MSHA) Form 5000-23 is a mandatory form used to record training received by miners. The form provides the mine operator with a recordkeeping form, the miner with a certificate of training, and MSHA a monitoring tool for determining compliance requirement.

Kenneth A. Mills,

Departmental Clearance Officer.

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BILLING CODE 4510-27-M

### **Glass Ceiling Commission; Criteria and Application Process for the National Award for Diversity and Excellence in American Executive Management**

**SUMMARY:** The Glass Ceiling Commission is announcing the procedure for applying for the Frances Perkins/Elizabeth Hanford Dole National Award for Diversity and Excellence in American Executive Management. The award is an annual Presidential award to recognize a United States business for excellence in promoting a more diverse skilled work force at the management and decisionmaking levels in business.

**DATES:** Applications are due by April 30, 1995.

**ADDRESSES:** Applications should be sent to: The Glass Ceiling Commission,

Perkins-Dole Award, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room C-2313, Washington, DC 20210.

#### **FOR FURTHER INFORMATION CONTACT:**

René A. Redwood, Executive Director, The Glass Ceiling Commission, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room C-2313, Washington, DC 20210. Telephone (202) 219-7342.

#### **Background**

The Frances Perkins/Elizabeth Hanford Dole National Award for Diversity and Excellence in American Executive Management was established pursuant to Public Law 102-166, The Glass Ceiling Act of 1991. The glass ceiling is defined as those artificial barriers based on attitudinal or organizational bias that prevent qualified minorities and women from advancing in their organizations into management and decisionmaking positions.

#### **Purpose**

The Frances Perkins/Elizabeth Hanford Dole National Award for Diversity and Excellence in American Executive Management is an annual Presidential award to recognize a United States business for excellence in promoting a more diverse skilled work force at the management and decisionmaking levels in business.

#### **Business Defined**

For the purposes of this award, business includes:

1. Corporation including nonprofit corporations;
2. Partnerships;
3. Professional association;
4. Labor organization;
5. Business entity similar to any entity described in 1 through 4;
6. An education referral program, a training program, such as an apprenticeship or management training program or similar program; and
7. Joint program formed by a combination of any entities described in 1 through 6.

#### **Evaluation Criteria**

The business must demonstrate that it has made substantial effort and progress to promote the opportunities and developmental experiences of minorities and women in order to foster advancement to management and decisionmaking positions within the business, including the elimination of artificial barriers to the advancement of minorities and women, and deserves special recognition as a consequence. Demonstration of substantial effort in promoting work force diversity

initiatives must include a formal process that is quantifiable and emulatable and must be designed to:

- Create a work environment where all employees are able to achieve their full potential within the organization;
- Eliminate barriers to the advancement of minorities and women;
- Share information on successful diversity management and its benefits

In addition, the business must provide its definition of what constitutes senior management and a detailed demographic breakout of the total number of women and men within each management level by race and ethnicity.

The policies, programs, achievements, of each applicant will be evaluated in the following areas.

#### **Leadership**

The CEO and senior executives must demonstrate personal involvement and leadership in developing and maintaining an environment for diversity management excellence. The applicant must describe how the requirements for such excellence are communicated and reinforced for all managers and supervisors and integrated into day-to-day leadership, management and supervision. Key methods of evaluating and improving the effectiveness and accountability of such leadership and involvement should be addressed. The result of effective leadership should also be discussed.

#### **Recruitment, Selection, and Retention Practices**

The applicant must demonstrate how the practices for filing management and decisionmaking positions take into consideration the diversity of the candidate pool for such positions. The applicant must describe the human resource recruitment practices as related to monitoring search firm referrals; word-of-mouth recruitment; designation of high potential employees and other strategies for recruiting. The selection procedures, including identification and selection of high potential employees must be described. The applicant must also describe successful results of recruitment and selection of a well diversified candidate pool for management and decisionmaking positions. Practices for retaining minorities and women must also be discussed.

#### **Development Practices**

The applicant must describe: the mechanisms for selecting employees for developmental experiences; the kinds of developmental practices provided, e.g.,

on-site and off-site training, rotational assignments, special projects, etc.; the extent to which the nature of the developmental opportunities reflect the race, ethnicity and sex characteristics of the total management candidate pool; the role of relocations and overseas assignments in advancement and the extent to which diversification of such assignments is assured; and to what extent and how this is monitored.

#### Successful Initiatives

In addition to the elements above, the applicant must describe how all other factors are combined to create a complete initiative which has resulted in a diverse management work force for both minorities and women. These initiatives may include, for example, family friendly workplace policies, anti-harassment, training or prevention, anti-discrimination procedures, pay equity evaluations and adjustments and the like. The applicant must discuss the innovative aspects of the initiative, the key factors of success and what makes this initiative worthy of special recognition.

#### Other Evaluation Considerations

There must be no indications based on recent or current EEO Compliance reviews, complaint investigations or other federal enforcement activity of substantial noncompliance by the applicant with any civil rights laws. Considerations shall be given to whether or not businesses that have been cited for specific EEO violations, such as unlawful discrimination, sexual harassment, etc., have been required to take corrective actions during the period for which the business is being considered for this award.

#### Evaluation Process

Applicants will be ranked based on the criteria outlined above. An on-site tour to each business ranked in the top five will be made and interviews with selected officials and other employees may also be conducted.

The Commission shall select the Perkins-Dole awardee from businesses ranked in the top three. Recognition may also be given for successful efforts in eliminating the glass ceiling for businesses ranked from two to five.

#### Publicity

A business that received this award may publicize the receipt of the award and use the award in advertising, if the business agrees to help other United States businesses improve with respect to the promotion of opportunities and developmental experiences of

minorities and women to management and decisionmaking positions.

#### Application Procedures

Businesses wishing to be considered for the Frances Perkins/Elizabeth Hanford Dole National Award for Diversity and Excellence in American Executive Management shall submit a written application to the Glass Ceiling Commission. The application shall be in the form of a letter and shall include information that demonstrates that the business has made substantial effort and progress to promote the opportunities and developmental experiences of minorities and women to foster their advancement into senior management positions and deserves special recognition as a consequence.

The letter shall specifically address the following areas: (See Evaluation Criteria)

##### Leadership

##### Recruitment, Selection and Retention

##### Developmental Practices

##### Successful Initiatives

The application should also include statistical information relative to the business work force profile for middle and upper management race, ethnicity and gender for at least the period covered by the initiative, but no less than five years. This information will be held in strict confidence.

The application package should be no more than 40 pages, including exhibits. Send one original and four copies. The cover sheet should contain the following information:

1. Name of the organization.
2. Number of establishments.
3. Number of employees in each establishment.
4. Address, telephone and fax number.
5. Name of highest ranking official.
6. Name, address, telephone and fax number of contact person.

The letter and other material should be sent to: The Glass Ceiling Commission, Perkins-Dole Award, U.S. Department of Labor, 200 Constitution Avenue NW., Room C2313, Washington, DC 20210.

Applications should be received no later than April 30, 1995.

Signed at Washington, DC, this 3rd day of March, 1995.

**René A. Redwood,**

*Executive Director, Glass Ceiling Commission.*

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#### Occupational Safety and Health Administration

##### Maritime Advisory Committee for Occupational Safety and Health: Appointment of Members

**AGENCY:** Occupational Safety and Health Administration (OSHA), U.S. Department of Labor.

**ACTION:** Notice of appointment of members to the Maritime Advisory Committee for Occupational Safety and Health (MACOSH).

**SUMMARY:** The Secretary of Labor has established an advisory committee to advise the Assistant Secretary for the Occupational Safety and Health Administration (OSHA) on issues relating to the delivery of occupational safety and health programs, policies, and standards in the maritime industries of the United States. The committee will provide a collective expertise not otherwise available to the Secretary to address the complex and sensitive issues involved. Committee members have been appointed from government agencies, the shipbuilding industries and longshoring, labor and professional associations.

**ADDRESSES:** Any written comments in response to this notice should be sent to the following address: OSHA, Office of Maritime Standards, Room N-3621, 200 Constitution Avenue NW., Washington, DC 20210. Phone (202) 219-7234, fax (202) 219-7477.

**FOR FURTHER INFORMATION CONTACT:** Mr. Larry Liberatore, Office of Maritime Standards, OSHA, (202) 219-7234.

**SUPPLEMENTARY INFORMATION:** MACOSH is intended to address the concerns of the entire maritime community, focusing on the shipyard and marine cargo (longshoring) handling industries.

This committee will continue the efforts of the previously chartered Shipyard Employment Standards Advisory Committee as well as provide a more focused forum for ongoing discussions with the marine cargo handling community. MACOSH is consistent with the President's initiative to make the U.S. shipyard industry competitive in the worldwide community. Furthermore, MACOSH will be able to focus on the resolution of controversial issues, particularly those with international implications, that impact the longshoring and shipyard communities. The specific objectives of this committee are to make recommendations on issues related to: (1) Reducing injuries and illnesses in the maritime industries, (2) expanding OSHA's outreach and training programs through the use of innovative